

# Operator's Lesson Plan

## Wanted Files Clear and Cancellation

### I. Introduction

Clearing or canceling wanted file records is an important part of the system and may eliminate false arrest/detainment lawsuits.

### II. Objective

Upon completion of this lesson, the user will be able to answer test questions for Clearing or Canceling of wanted/stolen entries into IDACS/NCIC.

### III. Clearing of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the article is the agency that entered the record.
2. When the agency that entered the record is officially advised that the article has been recovered by another agency.

### IV. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, it is determined that a record resulted from a fictitious or false theft report.

# Operator's Lesson Plan

## A. Article Clear Transaction (CA/CAA)

The screenshot shows the Omnixx Force software interface. The main window is titled "ARTICLE CLEAR TRANSACTION (CA)". It contains several sections for data entry:

- USER DATA:** Includes fields for User ID (UID) (containing "TRN21"), Password Field (PWD), Entering Agency (ENT), and Requestor (RQR).
- AGENCY/CASE DATA:** Includes fields for Originating Agency Code (ORI) (containing "INIS0000"), Date of Clear (DCL), Recovering Agency Identifier (RRI), Recovering Case Number (RCA), Reason for Record Removal (RPP), Date (RPP), Value of Recovered Property (MNP), Value of Other Property Recovered (VOR), Value of Recovered Contraband (VRC), Number of Persons Apprehended (NPA), and Number of Missing Persons Found (NPF).
- RECORD IDENTIFYING DATA:** Includes fields for ID Number (IDN) and Agency Case Number (OCA).
- TEST INDICATOR:** Includes a Test Indicator field with a dropdown menu showing "N".

At the bottom of the window, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS21", "TRN21", "LOG", "0 Message", and "10:31". The Datamaxx logo and "Leading Law Enforcement Technology" are visible in the bottom right corner.

### Agency/Case Data

1. Date of Clear (DCL)
  - a. Required.
  - b. MMDDYYYY.
  - c. Can not be a date earlier than the date of warrant (DOW), date of theft (DOT), or date of last contact (DLC).
2. Recovering Agencies Identifier (RRI)
  - a. The recovering agencies ORI.
3. Recovering Case Number (RCA)
  - a. Minimum of one and maximum of twenty characters.
5. Reason for Record Removal (RPP)
  - a. Must be one of the listed codes depending on the message.

# Operator's Lesson Plan

6. Date (RPP) Reason For Property Record Removal Date
  - a. MMDDYYYY.
  - b. If HIT LOCAL, HIT STATE, or HIT NCIC are used you must enter the date in this field. This field will be ignored for all other entries.
7. Value of Recovered Property (VNP)
  - a. Shall be "0" (zero) or Blank when Reason for Property Record Removal is "OTHER MEANS" or "PREVIOUS RECOVERY". Shall be "0" (zero) or Blank when Reason for Person Record Removal is "OTHER MEANS" or "PREVIOUSLY LOCATED" or "PREVIOUSLY IDENTIFIED".
8. Value of Other Property Recovered (VOR)
  - a. Shall be "0" (zero) or Blank when Reason for Property Record Removal is "OTHER MEANS" or "PREVIOUS RECOVERY".
9. Value of Recovered Contraband (VRC)
  - a. Shall be "0" (zero) or Blank when Reason for Property Record Removal is "OTHER MEANS" or "PREVIOUS RECOVERY".
10. Number of Persons Apprehended (NPA)
  - a. Enter a minimum of one and maximum of three numeric characters.
11. Number of Missing Persons Found (NPF)
  - a. Count all Missing Persons found as a result of recovering stolen property in record being located or cleared.

## Record Identifying Data

1. IDX Number (IDX)
  - a. Required.
2. Agency Case Number (OCA)
  - a. Required.
  - b. Entering Agency's Case Number.
3. Serial Number (SER)
  - a. Enter a maximum of twenty alphanumeric characters.
  - b. Serial number and owner applied number cannot be identical.

# Operator's Lesson Plan

## B. Article Cancel Transaction (XA/XAA)

The screenshot shows the Omnibx Force software interface. The main window is titled "ARTICLE CANCEL TRANSACTION (XA)". It contains several sections for data entry:

- USER DATA:** Includes fields for User ID (UID) with the value "TRN21", Password Field (PWD), Entering Agency (ENT), and Requestor (RQR).
- AGENCY/CASE DATA:** Includes fields for Originating Agency Code (ORI) with the value "INISP0000", Date of Cancellation (DOC) with the value "01152004", and Reason for Record Removal (RPP).
- RECORD IDENTIFYING DATA:** Includes fields for IDX Number (IDX) and Agency Case Number (OCA).
- TEST INDICATOR:** Includes a Test Indicator field with the value "N".

At the bottom of the window, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS21", "TRN21", "LOG", "0 Message", and "10:45". The Datamaxx logo and "Leading Law Enforcement Technology" are visible in the bottom right corner.

### Record Identifying Data

1. Article Serial Number (SER) (CAA or XAA)
  - a. Sequential entries must have a single hyphen separating the serial numbers.
    1. Indicate the lowest serial number and the highest serial.
    2. It is not necessary to clear the entire record to clear or cancel one (1) item in the group record.
    3. When clearing or canceling an entire group records do not use the SER Field.